# 36    Return on Investment-ROI District/HQ

## 36.1   ROI District/HQ Overview

The Return on Investment-District/HQ screen (Figure 36-1) is for reporting cost savings and cost avoidance. It is accessible to Headquarters and District users only.

**Note:** Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.



*Figure 36-1 Return on Investment-District/HQ Screen*

### 36.1.1    To Add or Create New Record



Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.

2. Enter the requested information, then save your work.

### 36.1.2 To Add Multiple New Records

**Cancel Icon**

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

<div align="center">or</div>

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

### 36.1.3 To View or Edit Existing Record

**Search Icon**

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. A Search window (Figure 36-2) appears with the **District** code already populated (based on the login) and protected.



ROI District/HQ Search  For Official Use Only

Locate By:     District: DCMDE

From Date:

To Date:

Located:

CANCEL

*Figure 36-2 ROI District/HQ Search Pop-Up Window*

2. Type in the **From Date** (MMDDYY, MM/DD/YY or DD-MON-YYYY format) that includes the beginning date for the report you want to find, and then press **Tab** or **Enter**.

3.  Type in the **To Date** (MMDDYY, MM/DD/YY or DD-MON-YYYY format) that includes the ending date for the report you want to find, and then press **Tab** or **Enter**. The system searches for the information you specified. Records whose To/From dates fall within the range you specified are displayed on the bottom of the Search window (Figure 36-3).
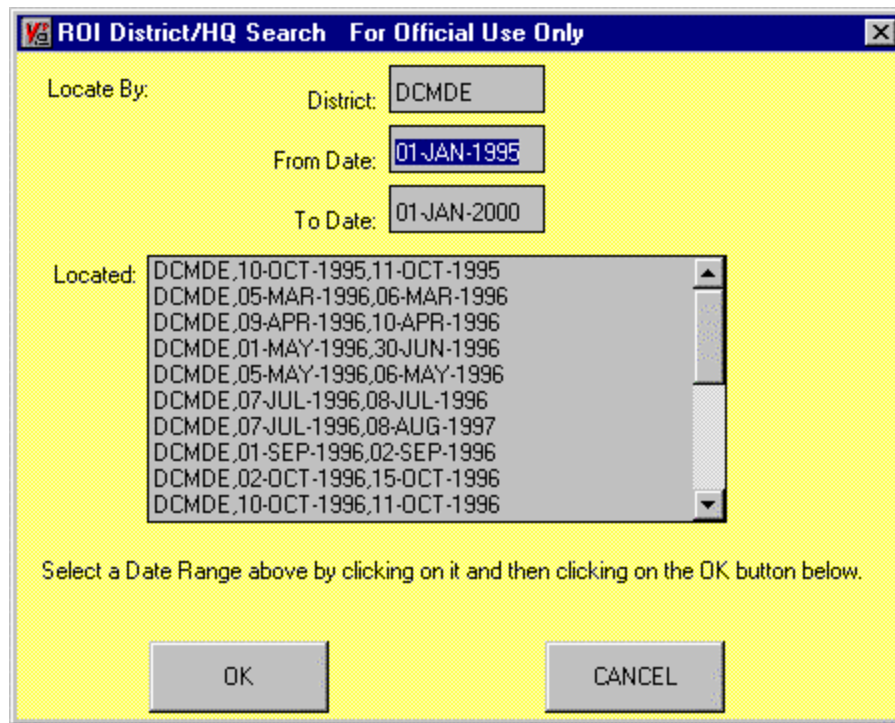


*Figure 36-3 ROI District/HQ Search Window (Results)*

4.  Select (click on) the one you want.

5.  Click **OK**. Information associated with the record you selected is displayed on the Return on Investment-District/HQ screen.

<div align="center">or</div>

Click **Cancel** to close the Search window.

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**Note:** Because the system displays all records having To/From dates within the range you specify, you need not enter the specific dates for the record you want to find. Just be sure that the range you enter includes the date(s) you want to find.

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**Note:** If no records are found matching your search criteria, a message window (Figure 36-4) appears. Click on **OK** to close the Message window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.
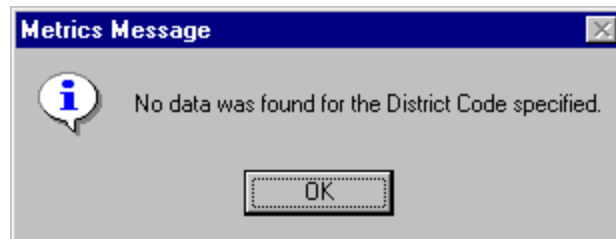


*Figure 36-4 No Data Found Pop-Up Message*

## 36.2   Return on Investment-District/HQ Screen 1 of 1

When the Return on Investment-District/HQ screen opens, you can either insert a new record (Section 36.1.1) or search for an existing one to open (Section 36.1.3). The delete procedure is explained in Chapter 6.

**Note:** Definitions, population and computational guidance for Cost Savings and Avoidance data fields are contained in the *DCMC Metrics Guidebook*.



*Figure 36-5 Return on Investment-District/HQ Screen Fields*

*Note: Numbers in data boxes indicate corresponding section numbers.*

### 36.2.1    Detail Buttons on Return on Investment-District/HQ Screen 1 of 1

For each Cost Savings or Cost Avoidance you enter, you can add detail background information including a Point of Contact, POC phone number, POC DSN number and an explanation of the savings or avoidance as explained in Section 36.3. If you opt to add the detail information, the **Point of Contact**, **Phone #** and **Explanation** are required fields. The explanation should include, as a minimum, the following:

- Contract Number(s)

- Contractor(s)

- Dollar Values of the Cost Savings or Avoidance

- Brief description of the reason for the Cost Savings or Avoidance

Whenever Cost Savings or Cost Avoidance exceeds $50 million (or a lesser threshold if required by either DCMDW, DCMDE or DCMCI), you should enter detail information. If the $50 million or more in Cost Savings or Cost Avoidance is derived from more than one transaction, list only the more significant savings or avoidances.

| Selecting this button: | Performs this function: |
|---|---|
| Detail | Allows you to enter, view or edit information on the ROI District/HQ-Exceptions Detail window (Section 36.3). *Note: The **Detail** button only works if a value greater than zero (0) is entered in the adjacent data box.* |

### 36.2.2 Fields for Return on Investment-District/HQ Screen 1 of 1

#### 36.2.2.1 District Code

This protected data box is automatically populated with the SDW/SICM code (2-5 alphanumeric characters) that identifies the Defense Contract Management Command (DCMC) District.

#### 36.2.2.2 From Date

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) that marks the beginning of the report period (i.e., the first day of the month). This is a required field.

#### 36.2.2.3 To Date

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) that marks the end of the report period (i.e., the last day of the month). This is a required field.

#### 36.2.2.4 Contracting Litigation (District Office of Counsel Only)-$ Cost Savings

Enter the amount (up to 12 digits) of cost saved due to litigation.

#### 36.2.2.5 Contracting Litigation (District Office of Counsel Only)-$ Cost Avoidance

Enter the amount (up to 12 digits) of cost avoided due to litigation.

#### 36.2.2.6 Total Operational Costs

Enter the total operational costs (up to 9 digits). This is a required field.

## 36.3   ROI District/HQ-Exceptions Detail Window

The ROI District/HQ-Exceptions Detail window (Figure 36-6) appears when you click on a **Detail** button on the Return on Investment-District/HQ screen (Figure 36-5) as explained in Section 36.2.1. When this window appears, you can either enter all required information or click **Cancel** and then **Return** as explained in Section 36.3.1.

**Note:** Definitions, population and computational guidance for Cost Savings and Cost Avoidance data fields are contained in the *DCMC Metrics Guidebook*.



*Figure 36-6 ROI District/HQ-Exceptions Detail*

### 36.3.1   Buttons on the ROI District/HQ Exceptions Detail Window

| Selecting this button: | Performs this function: |
|---|---|
| OK | Saves the current information |
| CANCEL | Removes the current information without saving |
| RETURN | Closes the Exceptions Detail window |

### 36.3.2   Fields on ROI District/HQ-Exceptions Detail Window

#### 36.3.2.1   Point of Contact

Enter the name (up to 30 alphanumeric characters) of the Point of Contact regarding the cost savings or avoidance. This is a required field.

### 36.3.2.2    Phone #

Enter the phone number (10-26 digits) for the Point of Contact (POC) (36.3.2.1). If you enter exactly 10 digits, it is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, it appears as you type it (no automatic formatting). This is a required field.

### 36.3.2.3    DSN #

Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the Point of Contact (POC) (36.3.2.1). If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

### 36.3.2.4    Explanation

Enter a brief explanation (up to 250 alphanumeric characters) for the cost savings or avoidance. The explanation should include, as a minimum, the following: Contract Number(s), Contractor(s), Dollar Values of the Cost Savings or Avoidance and Brief description of the reason for the Cost Savings or Avoidance. This is a required field.

**Note:** If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can close the detail window.

### 36.3.3    Entering Exceptions Detail Information (ROI-Dictrict/HQ)

1.  Click the **Detail** button (36.2.1) on screen 1.

2.  Enter your information.

3.  Click the **OK** button to save your information. The **Return** button becomes "selectable."

4.  Click the **Return** button to return to the Return on Investment-District/HQ  screen.
    <div align="center">or</div>
    Click **Cancel** at any time to delete the displayed information from the Exceptions Detail window. When you click **Cancel**, a pop-up window (Figure 36-7) appears.
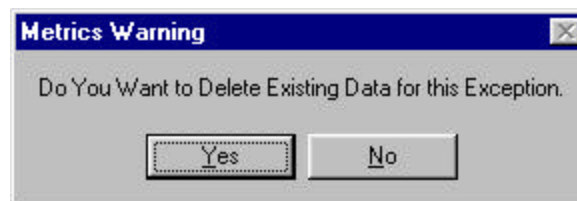


*Figure 36-7 Delete Existing Data? Pop-Up Window*

5.  Click **Yes** to delete the information and return to a blank Exceptions Detail window. Click **No** to keep the information on the window. Whether you click **Yes** or **No**, the **Return** button becomes "selectable," giving you the option of returning to the Return on Investment-District/HQ screen.